



GARVALD EDINBURGH

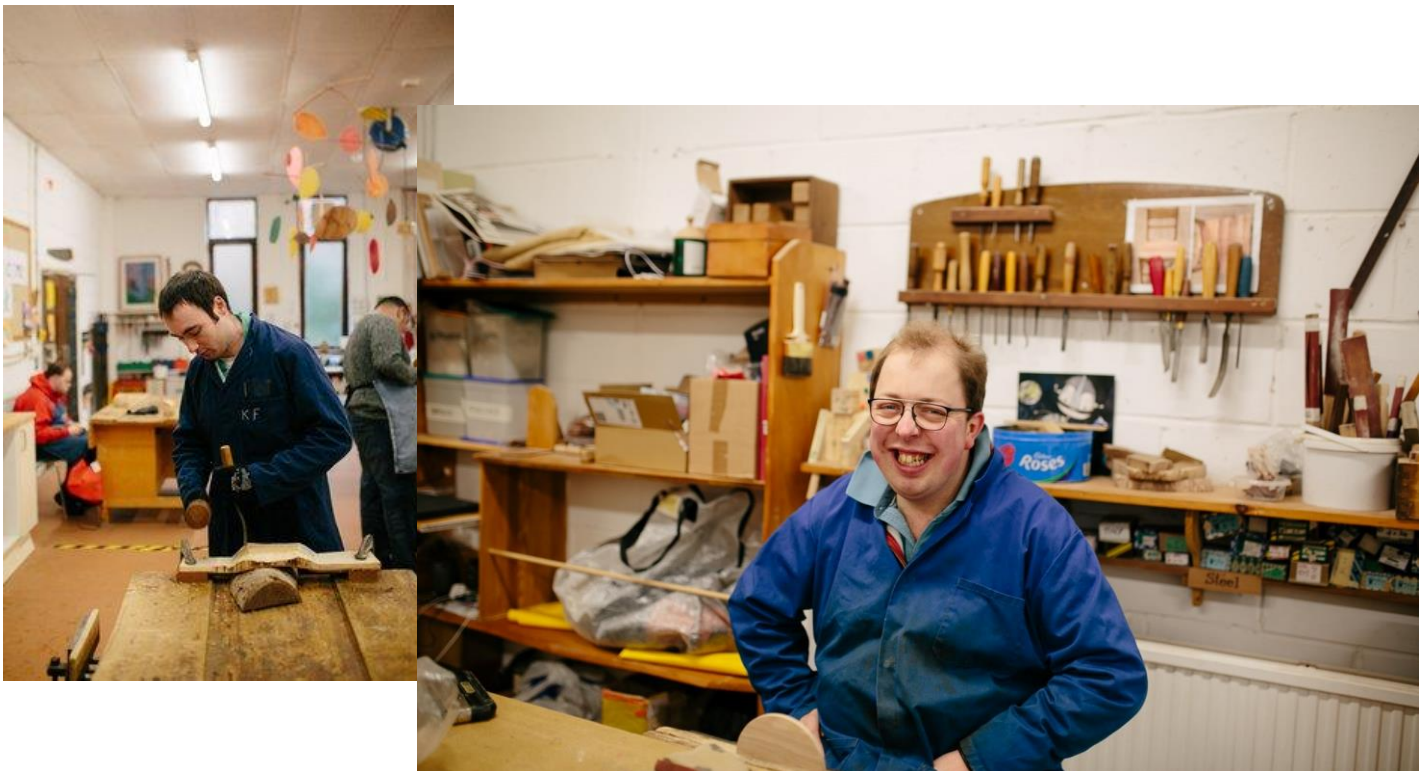
Board of Directors Recruitment Pack



GARVALD
EDINBURGH

MISSION STATEMENT

Inspired by the ideas of Rudolf Steiner, Garvald Edinburgh provides services to people who have a learning disability. In striving to build community together, we recognise and value the uniqueness of each person and seek to create a quality of environment, activities and social relationships enabling people to realise their potential.



About Garvald Edinburgh

Garvald Edinburgh was formed as a company Ltd by guarantee in 1969 originally the organisation was known as Garvald Training Centre. It grew out of a community at Garvald West Linton, which in turn took its origins from Camphill in Aberdeen.

The organisation originally was made up of community groups living in three houses. These were then followed by the development of day service buildings. Since the late 1990's the accommodation service changed from community living to then become service user only group living and finally individual or shared tenancies.

The Day service expended in 2014 to add two further premises [Waterside Workshops and Mayfield House in Midlothian].

The Supported Living Service was transferred to Thistle Foundation in 2017.

There are around 180 full and part time permanent staff employed.

The organisation works out of Anthroposophy which is a philosophy inspired by the work and thinking of Austrian philosopher Rudolf Steiner. The values and work at Garvald Edinburgh focus in particular around a way of working called Social Therapy which is one aspect of anthroposophy.

A separate paper is available that gives a broader picture of the main tenets of Social Therapy which we aspire to in our work.

The organisation is a registered Charity as well as a company limited by guarantee and is registered with the Care inspectorate to deliver day services.

The work of the organisation is focused around: **Day services** - The support offered is delivered from within one of four building-based services or our shop Garvald Makers. The style of support is focused around working with craft and food. Currently 250 people are supported this way

PERSON SPECIFICATION OF A BOARD MEMBER

The following specification describes the range of skills, abilities and experience which Garvald Edinburgh would hope to have represented across the Board of Directors. It is not anticipated that individual members would meet all the requirements listed below.

VALUES AND ATTRIBUTES

Commitment to individualised and quality support for people with a learning disability

- Understanding and sympathy with the principles of social therapy and the ideas of Rudolf Steiner as a source of inspiration for Garvald's work
- Willingness to devote the necessary time and effort
- Integrity
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Ability to make decisions

SKILLS AND EXPERIENCE

- Financial Management - ideally CIMA qualified, experience in budgeting and management of accounts. Able to explain accounts to rest of the Board.
- Basic understanding of strategic and tactical business planning
- Business experience - either private sector, community business or self-employment providing sound understanding of business principles, and ability to guide and advise the Board and management appropriately
- Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
- Computers and information technology
- Personnel Management experience including a knowledge of employment legislation, remuneration and benefits, performance management
- Fundraising
- Knowledge and understanding of Rudolf Steiner's principles of curative education and social therapy
- First-hand experience of needs of members of Garvald Edinburgh or of other similar service providers to help ensure Garvald Edinburgh is meeting those needs in appropriate ways. This experience could be gained either as a parent of a member, as a 'support worker' with another similar organisation or as an ex-member of Garvald Edinburgh staff
- Basic understanding of local government funding, care legislation and statutory requirements in the field of social care
- Experience of working in the field of Social Care
- Education and research in the field of learning disabilities
- Legal matters - experience in employment law, property law, contract law, mental health legislation and other aspects of community care legislation
- Public and media relations

BOARD TARGET COMPOSITION

1. CHAIR

- Previous experience at board level or senior management in a charity or provider organisation similar to Garvald Edinburgh is essential.
- Experience in working with adults with learning disabilities.

2. MANAGEMENT ACCOUNTANCY

- CIMA qualified.
- Experience in budgeting and management of accounts.
- Able to explain accounts to the rest of the board.

3. SOCIAL CARE / LEARNING DISABILITY

- Care professional(s) with experience in managing services for vulnerable adults, particularly those with learning disabilities.

4. ANTHROPOSOPHY / SOCIAL THERAPY

- Knowledge, experience and commitment to the principles of social therapy and the ideas of Rudolf Steiner which underlie this area of work.

5. HUMAN RESOURCES

- Knowledge and experience of employment law, remuneration and benefits, attendance and performance management.
- IPD qualified desirable.

6. BUSINESS

- Experience of working in retail/business/commerce.
- Ability to advise the Board and managers in regard to new developments, trading opportunities and income generation strategies

7. FUND-RAISING / PUBLIC RELATIONS

- Knowledge and experience of effective fund-raising strategies, PR and marketing skills.

8. LEGAL EXPERTISE

- Preferably with experience in employment law, property law, mental health legislation and other aspects of community care.

9. PROPERTY MANAGEMENT

- Knowledge and experience of building maintenance

10. OTHER

- First-hand experience of the needs of members and staff of Garvald Edinburgh or other similar charities, to help ensure Garvald Edinburgh is meeting those needs in appropriate ways. This experience could be as parents of members, working with other similar organisations, as an ex-member of Garvald Edinburgh staff, or as a professional working in the field of learning disability or as a service user.



GARVALD
EDINBURGH

Ref:

PERSONAL DETAILS

SURNAME: _____

OTHER NAMES: _____

ADDRESS: _____

_____ Post Code: _____

TELEPHONE: _____

SIGNATURE: _____

DATE: _____

Closing date for this application: _____

TITLE OF POST: BOARD OF DIRECTORS

Please state your reasons for applying for this post. Describe the skills and experience you have that are relevant to the post – refer to the role description / person specification provided. Please use additional sheets if you need to.

EQUAL OPPORTUNITIES – MONITORING QUESTIONNAIRE - CONFIDENTIAL

This form is not made available to those conducting the selection process and is used solely for monitoring and statistical purposes.

Garvald Edinburgh is committed to Equal Opportunities in employment.

All applicants will receive equal treatment irrespective of their age, colour, disability, employment status, ethnic origin, gender, HIV status, political beliefs, marital status, nationality, race, religious belief, responsibility for dependents, sexuality, social background or trade union activity.

For Garvald Edinburgh to monitor its recruitment and selection process you are requested to complete this form and return it with the main application form. This questionnaire is purely voluntary.

Role applied for: BOARD OF DIRECTORS

Male Female Other Prefer not to say

Date of birth: _____

Do you have caring responsibilities for:

Children age(s): _____; Older people ; Other _____ (please specify)

It is recognised that disabled people are not only those whose disability is immediately apparent but also those whose disability is not immediately obvious (e.g. heart trouble, mental health problems, diabetes). For further details please see attached Supplementary Information for Applicants with Disabilities.

Do you consider yourself as having a disability? Yes No

With which of the following categories do you most closely associate yourself, regarding your ethnic and cultural background?

<u>BLACK</u> : African <input type="checkbox"/>	<u>WHITE</u> : UK <input type="checkbox"/>	<u>OTHER</u> : Bangladeshi <input type="checkbox"/>
Afro-Caribbean <input type="checkbox"/>	European <input type="checkbox"/>	Indian <input type="checkbox"/>
UK <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Chinese <input type="checkbox"/>
Other <input type="checkbox"/> (please specify) _____		Other Asian <input type="checkbox"/>

Prefer not to say

Mixed Ethnicity (please specify) _____

Other ethnic origin (please specify) _____

WHERE DID YOU SEE THE ADVERTISEMENT FOR THIS POST _____.